



Self Service for Command – Member Info Report

Introduction This guide provides the procedures for how to view a Member's Info Report.

Procedures See below.

Step	Action
1	<p>Select the Member Info Report link in the Self Service for Commands Pagelet.</p>  <p>The screenshot shows a window titled "Self Service for Commands". It contains two columns of links. The "Reports" column includes: "Positions at a Department", "Emergency Contact Info by Dept", "PDE By Dept Report", "Member All Duty Report", and "Member Info Report" (which is highlighted with a red rectangular box). The "Use" column includes: "Command Information", "Separation Requests", "Request Training Enrollment", "Student Training Summary", and "SWE PDE".</p>
2	<p>Enter the member's Empl ID, then click Create Report.</p>  <p>The screenshot shows a form titled "CG Member Info Report". It has an "Empl ID" label followed by a text input field containing "1234567" and a magnifying glass icon. To the right of the input field is the text "MARS, BRUNO". Below the input field is a button labeled "Create Report", which is highlighted with a red rectangular box.</p>

Continued on next page

Self Service for Command – Member Info Report, Continued

Procedures,
continued

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3	<div>A new window will open and display the Member's information (3 pages).</div> <table><tr><th colspan="4">COAST GUARD MEMBER INFORMATION</th></tr><tr><th colspan="4">Identification</th></tr><tr><td>Name:</td><td>BRUNO MARS</td><td>Employee ID:</td><td>1234567 / 0</td></tr><tr><th colspan="4">Current Employment Information</th></tr><tr><td>Company:</td><td>ACG</td><td>AO Code:</td><td>NRE</td></tr><tr><td>Rank:</td><td>SN</td><td>Component:</td><td>USCG</td></tr><tr><td>Reg Region/Empl Cls:</td><td>AD/AD</td><td>Job Code:</td><td>Seaman</td></tr><tr><td>Current Location:</td><td>CG STA WRIGHTSVILLE BEACH WRIGHTSVILLE BEACH NC</td><td>Country:</td><td>USA</td></tr><tr><th colspan="4">Addresses</th></tr><tr><td>Home Address:</td><td>555 W TREASURE BLVD MALIBU CA 90265</td><td>Effective As Of:</td><td>02/18/2012</td></tr><tr><td>Mailing Address:</td><td>123 GRENADE WAY WILMINGTON NC 28403</td><td>Effective As Of:</td><td>02/18/2012</td></tr><tr><th colspan="4">Phone Numbers</th></tr><tr><td>Home Phone:</td><td colspan="3">555/555-5555</td></tr><tr><td>Mobile Phone:</td><td colspan="3">555/867-5309</td></tr></table>	COAST GUARD MEMBER INFORMATION				Identification				Name:	BRUNO MARS	Employee ID:	1234567 / 0	Current Employment Information				Company:	ACG	AO Code:	NRE	Rank:	SN	Component:	USCG	Reg Region/Empl Cls:	AD/AD	Job Code:	Seaman	Current Location:	CG STA WRIGHTSVILLE BEACH WRIGHTSVILLE BEACH NC	Country:	USA	Addresses				Home Address:	555 W TREASURE BLVD MALIBU CA 90265	Effective As Of:	02/18/2012	Mailing Address:	123 GRENADE WAY WILMINGTON NC 28403	Effective As Of:	02/18/2012	Phone Numbers				Home Phone:	555/555-5555			Mobile Phone:	555/867-5309		
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